



**Mayor's Office of Housing and Community Development**

**SAN FRANCISCO PLANNING DEPARTMENT  
COMMUNITY ENGAGEMENT FELLOWSHIP  
REQUEST FOR PROPOSALS  
FY2022-23 (#2022-02i)**

Date Issued: **February 17, 2023**

Deadline for Submission: **March 24, 2023 at 5:00PM**

**RFP Questions? Need alternative formats for persons with disabilities? Email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org)**

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# Mayor's Office of Housing & Community Development

The mission of the Mayor's Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative.

The Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive. Specifically, MOHCD's Community Development division:

- Manages local General Fund money to support programs that meet the essential needs of the city's most vulnerable residents.
- Administers major federal grant programs, including the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program and its Housing Opportunities for Persons with AIDS (HOPWA) program.
- Manages Housing Trust Fund to support housing stability services, as well as the Complete Neighborhoods program that supports community amenities in neighborhoods impacted by increased housing density.

This funding opportunity is made possible through a partnership between the MOHCD and the Planning Department and achieves both Department's goals to strengthen civic engagement, and advance collective opportunity within Equity Communities.

## San Francisco Planning Department

The San Francisco Planning Department plays a central role in guiding growth and development towards a healthy, vital, and equitable city. The Department works with communities and other City agencies to provide access to resources for current and future generations

### The Community Equity Division

The Planning Department prioritizes racial and social equity tasks across all divisions coordinated through the Community Equity Division under the guidance of the [Planning Commissions' Centering Planning on Racial and Social Equity Resolution #20738](#) and [Historic Preservation Commission's Resolution # 1127](#), both adopted in 2020. The Community Equity Division guides the Department's racial and social equity work by developing policies and programs that invest in the City's housing inventory, cultural preservation, and economic development for structurally marginalized communities by building trust and prioritizing engagement with American Indian, Black and other communities of color.

### The Community Engagement Team

The mission of the Community Engagement Team is to increase community participation in Planning Department functions through internal and external coordination, capacity building, and education. The objective is to increase effective public policy in San Francisco by supporting Equity Communities' engagement and awareness of the Planning Department's functions, processes, and efforts. This funding opportunity furthers efforts to protect and support San Francisco's cultural resources and cultural and economic vitality.

## SUMMARY OF FUNDING OPPORTUNITIES

MOHCD has a responsibility to maintain transparency in its processes. This open and competitive process is utilized throughout the City for the allocation of public funds. MOHCD is issuing this request for proposals to solicit proposals for the following funding opportunities, organized by funding/program area. The term of the grants and funding amount are also shown in the table below. Please note the final terms and conditions of the grant are subject to negotiation.

### The Community Engagement Fellowship Funding Opportunity

Within the Equity Division, the Community Engagement Team is seeking proposals from community-based organizations interested in hosting a full-time staff person who will be a **Community Engagement Fellow**. Each staff person/Fellow will work towards implementing a housing and land use community-driven plan, that invests in San Francisco's equity populations and communities.

	Funding Area	Title	Term	Year 1	Year 2	Total Funding
1.	Community Building and Neighborhood Planning	American Indian Community, <b>Community Engagement Fellowship and Fellowship Administration</b>	2 Years	\$160,000	\$160,000	\$320,000
2.		Black Community - Fillmore/Western Addition, <b>Community Engagement Fellowship</b>	2 Years	\$100,000	\$100,000	\$200,000
3.		Black Community -Bayview Hunters Point, <b>Community Engagement Fellowship</b>	2 Years	\$100,000	\$100,000	\$200,000

### Tentative RFP Timeline: *Dates are subject to change*

<b>RFP Issued</b>	<b>Friday, February 17, 2023</b>
MOHCD Pre-Submission Webinar	February 23, 2023 at 9AM
Deadline to submit questions	Friday, March 3, 2023
Response to questions issued	Thursday, March 9, 2023
<b>Proposals Due</b>	<b>March 24, 2023 at 5PM</b>
Intent to Award Letters Sent	Late April 2023
<b>Contract Term Begins</b>	<b>Monday, May 1, 2023</b>

# ELIGIBILITY REQUIREMENTS

## MOHCD Eligibility Requirements

All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred.
- No City agencies or departments may apply for funding under this RFP.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.

**Audit Requirements-** To be a MOHCD grantee, ONE of the following audit documents is required.

- **Standard CPA Audit** – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
- **CPA Financial Review**- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
- **OMB A-133 Audit** - *If agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.*
- **Letter**- If the agency's total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency's global budget size.
- **A Fiscal Year Audit** should have been completed by March 31, 2023, and will cover the following period - July, 1, 2021-June 30, 2022.
- **A Calendar Year Audit** should have been completed by September 30, 2022 and will cover the following period - January 1, 2021-December 31, 2021.

## Supplier Status

Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at [www.sfgov.org/oca](http://www.sfgov.org/oca).
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.
- Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

## Compliance Standards

Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at <https://sfgov.org/cmd> and is managed by the Office of Contract Administration.
- **SF Human Rights Commission**- Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.

- **Sunshine Ordinance-** Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility-** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity-** Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity-** No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

## RFP ASSISTANCE & RESOURCES

### MOHCD RFP Pre-Submission Webinar

A live virtual pre-submission webinar will be offered. Staff will provide an overview of the RFP process, including eligibility criteria, MOHCD funding opportunities, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click on the links below:

[Pre-Submission Webinar Link](#)

Click the link above to register and receive Zoom info

February 23, 2023 at 9AM

### RFP Questions

MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) by March 3, 2023. We will do our best to issue our response to your questions on March 9, 2023 on MOHCD website.

## Detailed Description of Funding Opportunity

Within the Equity Division of the Planning Department in partnership with MOHCD, the Community Engagement Team is seeking proposals from community-based organizations interested in funding a full-time staff person who will be a **Community Engagement Fellow**.

The first goal of the Community Engagement Fellowship is to advance emerging professionals with grassroots community ties to develop the leadership skills and relationships that advance diversity in the field of housing, land use, and place-based strategies with the intent to streamline and invest in shared learning and emerging narratives that ensure responsive plans as well as community and city partnerships.

The second goal of the fellowship program is to provide staffing capacity to community based organizations that are advancing efforts to develop and implement place-based strategies that strengthen relationships with SF Planning and other city agencies to leverage city policy, programs, and resources.

Over the next year, each fellow will plan and implement individual and shared activities that center resident voice and cultural narratives. This will be accomplished by working in person at the Planning Department one day per week as a cohort with the Community Engagement Team. Each full-time staff person will work toward increasing the visibility and engagement of their respective communities within Planning Department functions.

### Background

The mission of the Community Engagement Team is to increase community participation in Planning Department functions through internal and external coordination, capacity building, and education. Our objective is to increase effective public policy in San Francisco by supporting Equity Communities' engagement and awareness of the Planning Department's functions, processes, and efforts.

We lead our work with Racial Equity. Racial equity is achieved when race is no longer a predictor of socioeconomic and health outcomes. Racial inequities persist in every system across the United States including right here in San Francisco. When examining other dimensions of identity including income, gender, sexuality, education, ability, age, citizenship, geography, and beyond, inequities based on race persist. Therefore, we lead explicitly though not exclusively with race. Advancing racial equity equips us to transform systems and institutions impacting other equity communities and groups. Per the Planning Commission's Resolution No. 20738: Centering Planning on Racial and Social Equity, the Community Engagement Team focuses on priority San Francisco communities that have historically experienced a legacy of systemic exclusion, therefore we are now systemically focusing and centering them. These groups are identified as American Indian, Black, and other people of color, or Equity communities.

### Funding Opportunity

The Community Engagement Fellowship is a two-year effort to incorporate community-driven strategies within Departmental planning. Each full-time staff person will work toward increasing the visibility and engagement of their community. There will be three Fellows and correspondingly there will be three funding proposals selected representing the following communities with corresponding annual allocations:

- American Indian Community
  - \$100,000 - staff, fringe, administrative costs, indirect
  - \$60,000 - to be contracted with a capacity-building consultant for the three Fellows
- Bayview Hunters Point Neighborhood, Black Community
  - \$100,000 - staff, fringe, administrative costs, indirect
- Fillmore/Western Addition Neighborhood, Black Community
  - \$100,000 - staff, fringe, administrative costs, indirect

Each grant awarded will support one full-time staff person who will work for the applying organization and become a **Community Engagement Fellow**.

As mentioned above, the Planning Commission's Resolution No. 20738: Centering Planning on Racial and Social Equity, the populations and geographies selected for this funding opportunity's focus are those that are explicitly named in the resolution and have been identified by DPH + SF planning as "priority equity geographies." Areas

with a high density of vulnerabilities include but are not limited to people of color, seniors, youth, people with disabilities, linguistically isolated households, and people living in poverty or unemployed.

- As per SF Planning's racial and social equity plan, this Fellowship aims to expand and fund community engagement and community planning to ensure American Indian, Black, and other communities of color are represented and participate in plans and policy development.

**This Fellowship will have a two-pronged approach with the following deliverables-**

1. One day a week, each Fellow will work at the Planning Department office on various projects that aim to increase access, understanding, and engagement with Planning's processes, projects, and initiatives.  
Deliverables include:
  - Learn how land use, zoning, and permitting operates in San Francisco and facilitate a workshop for colleagues and community members.
  - Participate in capacity building activities
  - Co-design workshops with Community Engagement Team on the Housing Element Implementation process.
2. For the remaining four days of the week, each Fellow will work at their respective Community Based Organization. Guided and managed by the applying organization, each Fellow will implement a community-driven plan that uses a self-determination framework working toward vibrant, healthy, and sustainable neighborhoods with the primary focus on Housing and Land Use. Deliverables include:
  - The opportunity to build and expand capacity at the host organization for a clearly defined, substantive community development project that focuses on housing, land use, or zoning.
  - Leadership development training and opportunities.
  - Professional development opportunities.
  - Regular convenings with the small cohort as well as with community and city government leaders.
  - Development and implementation of a policy action plan that includes short and long-term policy goals informed by community and city partners.
  - Benchmarks achieved during the duration of the Fellowship and a space for learning and adjusting strategies in the supportive learning environment.

The Fellow will not be a City employee or paid directly by the City or receive any City benefits (e.g. health, retirement). While at the Planning Department one day per week, a working space and a computer will be provided. Even as a non-City employee, the person will need fingerprint clearance and be required to meet the City's vaccination requirement.



# PROPOSAL SUBMISSION INSTRUCTIONS

## HOW TO SUBMIT A GRANT PROPOSAL

1

### REGISTER & ATTEND OUR PRE-SUBMISSION WEBINAR

MOHCD Staff will provide an overview of the RFP process, including eligibility criteria, the funding opportunities, and how to apply. We encourage you to attend the workshop before submitting a proposal. For translation or interpretation services, email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) at least 72 hours in advance. For speech or hearing-impaired callers, email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org).

2

### PUT TOGETHER YOUR PROPOSAL PACKET

Templates for some of the documents listed below can be found in fillable formats on MOHCD website- <https://sf.gov/information/community-development-funding-opportunities>

#### Proposal Packet Checklist:

- ☐ Proposal Cover Sheet (see p. 7 and a template posted on MOHCD website)
- ☐ Board of Directors (see p. 8 and a template posted on MOHCD website)
- ☐ Proposal Narrative Responses (see p. 9 for instructions)
- ☐ Project Budget and Budget Narrative (see p.10 for instructions and a template posted on MOHCD website)
- ☐ Agency-Wide Budget (see p.10 for instructions)

#### The following documents are also required if you are not currently funded by MOHCD:

- ☐ Agency's Articles of Incorporation, including all amendments
- ☐ Agency's By-Laws, including all amendments
- ☐ Evidence of agency's Federal Tax Exempt 501(c)(3) status

3

### SUBMIT YOUR PROPOSAL PACKET

**PROPOSAL DUE DATE: March 3, 2023 at 5:00 PM**

#### HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "Community Engagement Fellowship RFP Final Proposal" and include your agency name.
2. Please submit one proposal per funding opportunity.
  - If you are submitting multiple proposals, please include the project title in the subject line.
3. Send to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) before 5pm on the due date. Proposals received after 5 pm will not be considered.
4. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
5. Please email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) immediately if you are experiencing any technical difficulties.
6. A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) to ensure your proposal has been received.

# PROPOSAL COVER SHEET

A fillable version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

**PLEASE FILL OUT ONE COVER SHEET FOR EACH PROPOSAL/FUNDING OPPORTUNITY.**

Please indicate the funding opportunity for which proposal is being submitted

**Funding Opportunity #** \_\_\_\_\_ **and name** \_\_\_\_\_

**Agency Name:**

**Street Address:**

City:

State:

Zip Code:

**Main Phone:**

**Project Name:**

**Project Description (one-liner):**

**Project Site Address (if different):**

City:

State:

Zip Code:

**Executive Director/CEO:**

Name:

Phone:

Email:

**Chief Financial Officer:**

Name:

Phone:

Email:

**Chief Operating Officer:**

Name:

Phone:

Email:

**Primary Project Contact Person (if different):**

Name:

Phone:

Email:

<b>Total Funding Requested:</b>	<b>Year 1</b>	<b>Year 2 (if any)</b>	<b>Total</b>
	\$	\$	\$

**Total FY 2022 Agency Budget: \$** \_\_\_\_\_

**I certify that the information provided in this proposal is true.**

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

# LEAD APPLICANT'S BOARD OF DIRECTORS

A fillable Word version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

# PROPOSAL NARRATIVE QUESTIONS

The proposal narrative should not exceed 6 total pages. MOHCD will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2 by 11.

## Proposal Narrative Questions (Up to 90 points)

- (1.) **Target Population:** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. In your answer, describe how your proposed program will engage these populations, and identify and address these needs, including any cultural, language and gender. (Up to 15 points)
- (2.) **Program Design:** Please describe the Community Driven Housing or Land Use Plan your Fellow will work on and how a partnership with the Planning Department will increase the success of the effort Also describe your organization's commitment to assist the Planning Department in increasing access, understanding, and engagement with your target population. (up to 20 points)
- (3.) **Experience:** Describe your agency's experience in the field of policy, housing, or land use and what you need to learn more about to support your Community Driven Plan. (Up to 15 Points).
- (4.) **Staffing:** Describe how the Community Engagement Fellow will be supported by your existing staff and organizational structure, including leadership, direct service, and supportive roles. Include job titles, brief job summaries of the support staff. (Up to 10 points)
- (5.) **Advancing Racial Equity:** How do you seek to engage underserved communities in your Community Driven Plan, in order to address social and racial inequities. (Up to 10 points)
- (6.) **Partnerships:** Describe any established and/or mutually proposed partnerships this program will maintain with other organizations or systems, including their added benefit to the program design. (Up to 5 points)
- (7.) **Impact/Outcomes:** Describe in detail the overall goals and intended impact that the Community Driven Plan will have on your community. (Up to 10 points)
- (8.) **Evaluation:** Describe how your agency will evaluate quality and impact of the Community Driven Plan. (Up to 5 points)

# PROPOSAL BUDGET & AGENCY WIDE BUDGET INSTRUCTIONS

- For your Project Budget, please include budget items for a twelve-month period. The budget should include not only your MOHCD grant request including any other funding sources. For quick reference, below is the Project Budget Form.
  - For two-year projects with different funding amount, create a project budget using the higher amount of the two.
- You can access a fillable MOHCD Project Budget form in Excel format at <https://sf.gov/information/community-development-funding-opportunities>
- Be sure to fill out one project budget per funding opportunity. If you are applying for multiple funding opportunities, your proposal must include budget worksheet for each opportunity to be considered complete.
- Provide budget narrative in a separate Word document detailing each line item and what is included in the cost.

MOHCD PROJECT BUDGET WORKSHEET						
AGENCY NAME:	<b>INSTRUCTIONS-</b> • Everything in blue is MOHCD's budget template. • Everything in yellow must be filled out by the applicant. • If applicable, include your project's two largest secured funding sources in the column headers labeled "Other Funding Amount" and insert the source's name. • You may add rows/lines to the "Item Detail" Sections to accurately reflect your proposed budget.					
PROPOSAL NAME:						
LINE ITEM	ITEM/NAME DETAIL	Current Grant Request to	Other Secured Funding from	Other Secured Funding from	Total Project Budget	
Salaries & Wages	Staff Name & Title	Rate/Hr. \$ of Hrs.				
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
	Total Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SALARIES &amp; WAGES BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to						
Fringe Benefits	FICA					\$ -
	SUI					\$ -
	Workers Compensation					\$ -
	Medical Insurance					\$ -
	Retirement					\$ -
	Other					\$ -
	Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Service	ITEM/NAME DETAIL	MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget	
						\$ -
						\$ -
	Total Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to						
Equipment (including leasing)	ITEM DETAIL	MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget	
						\$ -
						\$ -
	Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EQUIPMENT BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to the prop						
Other	ITEM DETAIL	MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget	
	Travel					\$ -
	Insurance					\$ -
	Office and/or Project Space Rental					\$ -
	Office and/or Project Supplies					\$ -
	Telecommunications					\$ -
	Utilities					\$ -
	Total Other	\$ -	\$ -	\$ -	\$ -	\$ -
<b>"OTHER" BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to the propos						
Indirect	Total Indirect (no more than 15%)					\$ -
	<b>INDIRECT BUDGET NARRATIVE:</b> Please provide a detailed description of the items listed above and how they relate to the propos					
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

- The Agency-Wide Budget must be submitted and is a part of your submission packet (see p.13).

## SCORING

Grant proposals that meet our Eligibility Requirements (see p. 3) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be reviewed.

Proposals will be reviewed and will be evaluated by the following criteria:

Proposal Scoring Rubric	
Proposal Section	Point Value
1. Target Population	15
2. Program Design	20
3. Experience	15
4. Staffing	10
5. Advancing Racial Equity	10
6. Partnerships	5
7. Impact/Outcome	10
8. Evaluation	5
9. Program Budget	10
<b>Total</b>	<b>100</b>

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals for the funding opportunity.

MOHCD will release intent to award letters in late April 2023.

## APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p.3). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org). The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal.

